

State Filing Year

2017

ADOPTED COPY

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

Start Year

End Year

Fiscal Year

2017

2017

*Authority Budget of:* APPROVED COPY

# *Housing Authority of the County of Morris*

*For the Period:*

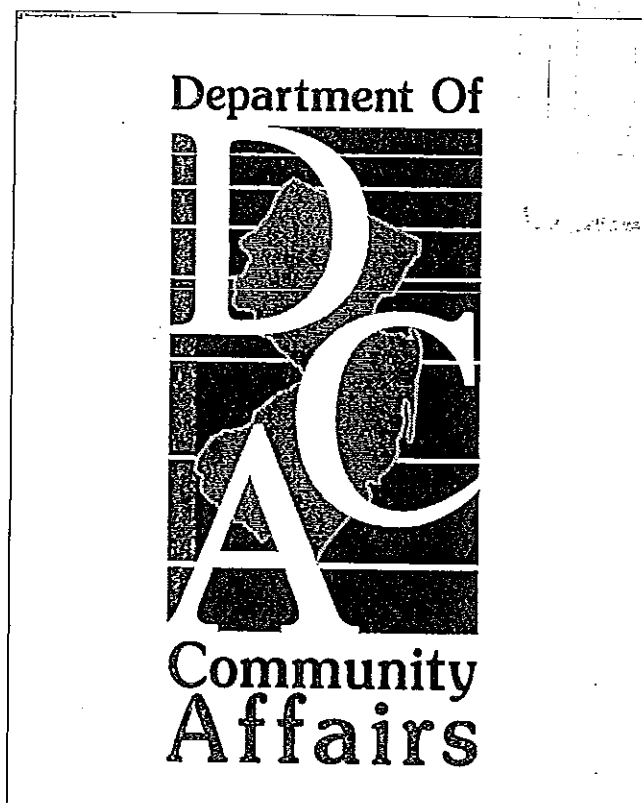
*January 1, 2017*

*to*

*December 31, 2017*

[www.morrishousingauthority.org](http://www.morrishousingauthority.org)

Authority Web Address



OCT 14 2016

*Division of Local Government Services*

# **2017 HOUSING AUTHORITY BUDGET**

## **Certification Section**

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION  
TRENTON, N.J.

CERTIFICATION OF AMENDED (PRIOR TO ADOPTION) 2017 BUDGET

**County of Morris -Housing Authority  
Resolution 2016-34**

It is hereby certified that the amendment attached hereto complies with the requirements of law, and approval is given pursuant to N.J.A.C. 5:31-2.8.

Department of Community Affairs  
Division of Local Government Services  
Paul D. Ewert, Supervising Municipal Finance Auditor

By Paul D. Ewert, CPA, RMA  
For: Timothy J. Cunningham, Director

Date January 17, 2017

Attachment

# RESOLUTION AMENDING THE 2017 BUDGET

## Housing Authority of the County of Morris

### Resolution 2016 – 34

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

WHEREAS, the Housing Authority County of Morris Budget for the year 2017 was introduced on October 11, 2016 and approved by the Board of Commissioners of the Housing Authority County of Morris; and

WHEREAS, the Authority finds it necessary to amend the 2017 Budget previously introduced.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Morris that the following amendment of the 2017 Budget be made:

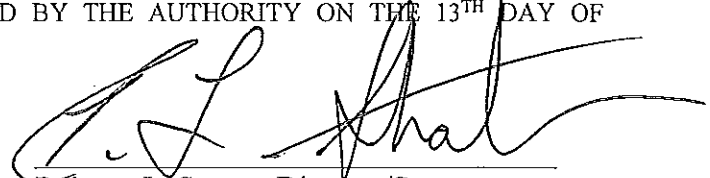
<u>Line Item</u>	<u>Introduced</u>	<u>Increase/Decrease</u>	<u>Amended</u>
Total Capital Appropriations	\$312,000	\$246,000	\$558,000

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith with the Director of the Division of Local Government Services for approval.

Roll Call:

Governing Body		Recorded Vote		
Member	Aye	Nay	Abstain	Absent
Chairman Alan Koldewyn	X			
Vice-Chairman Manfred Ricciardelli, Jr.				X
Commissioner Elizabeth Denecke				X
Commissioner Joseph Dolan	X			
Commissioner Russell Hall	X			
Commissioner Linda Schramm				X
Commissioner Richard Tappen	X			

I, ROBERTA L. STRATER, SECRETARY OF THE HOUSING AUTHORITY COUNTY OF MORRIS, STATE OF NEW JERSEY, HEREBY CERTIFY THAT THE ABOVE IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE AUTHORITY ON THE 13<sup>TH</sup> DAY OF DECEMBER, 2016.

  
Roberta L. Strater, Director/Secretary

12/13/16  
Date Adopted

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION  
TRENTON, N.J.

CONDITIONAL CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved budget of the Morris County Housing Authority for the fiscal year ending December 31, 2017 made a part hereof complies with the requirements of law and regulation except for the conditions noted below, and approval is given pursuant to N.J.S.A. 40A:5A-11 subject to the correction of such conditions.

11/21/2016  
Date

By Paul D. Ewert CPA, RMA  
Paul Ewert, Supervising Municipal Finance Auditor  
Division of Local Government Services

CONDITIONS

Pursuant to N.J.S.A. 40A:5A-10 and 11 of the Local Authorities Fiscal Control Law and N.J.A.C. 5:31-2.1 et seq., each Authority in the State of New Jersey is required to submit a budget for each fiscal year to the Director of the Division of Local Government Services for review and approval. In accordance with these statutory and regulatory requirements, the Morris County Housing Authority submitted its introduced budget for the fiscal year ending December 31, 2017 to the Director for review and approval. During the review of the 2017 budget for the Authority, it was concluded that the Authority will need to amend their budget.

The 2017 budget is approved pending the adoption of the 2017 Amended Budget on December 13, 2016.

When the 2017 Amendment Budget is adopted, the Authority should proceed as follows:

Upon the adoption of the 2017 budget for the Morris County Housing Authority, the Authority may adopt the 2017 budget and submit the 2017 Adopted Amendment and the 2017 Adopted Budget, including pages C-6 and C-7 (which refer to the adoption), to the Division for the Director's approval.

2017

Housing Authority of the County of Morris

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

CERTIFICATION OF ADOPTED BUDGET

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 11/17/2017

# 2017 PREPARER'S CERTIFICATION

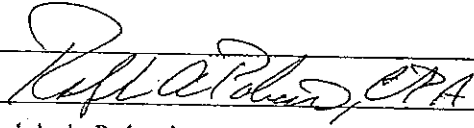
Housing Authority of the County of Morris

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Ralph A. Polcari		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike, Unit H Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	ralph@polcarico.com		

# 2017 APPROVAL CERTIFICATION

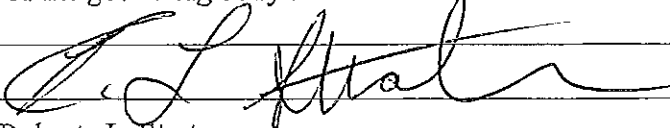
## Housing Authority of the County of Morris

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Housing Authority of the County of Morris, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 11th day of October, 2016.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Roberta L. Strater		
Title:	Executive Director		
Address:	99 Ketch Road Morristown, NJ		
Phone Number:	973-540-0389	Fax Number:	973-540-1914
E-mail address	rstrater@morriscountyha.org		



# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.morrishousingauthority.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

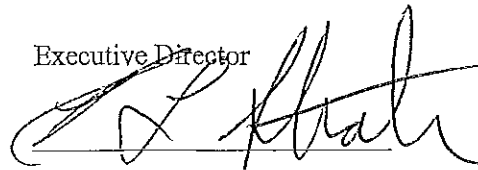
Name of Officer Certifying compliance

Roberta L. Strater

Title of Officer Certifying compliance

Executive Director

Signature



# 2017 HOUSING AUTHORITY BUDGET RESOLUTION

## Housing Authority of the County of Morris

### Resolution 2016-26

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the County of Morris for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Housing Authority of the County of Morris at its open public meeting of October 11, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,245,081, Total Appropriations, including any Accumulated Deficit if any, of \$10,122,219 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$312,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$246,000; and

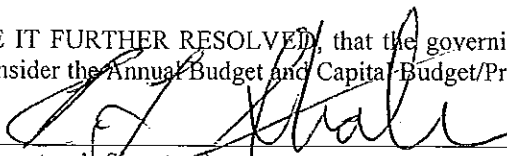
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the County of Morris, at an open public meeting held on October 11, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of the County of Morris for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the County of Morris will consider the Annual Budget and Capital Budget/Program for adoption on November 8, 2016.

  
(Secretary's Signature)

October 11, 2016  
(Date)

Governing Body		Recorded Vote		
Member	Aye	Nay	Abstain	Absent
Chairman Alan Koldewyn	X			
Vice-Chairman Manfred Ricciardelli, Jr.	X			
Commissioner Elizabeth Denecke				X
Commissioner Joseph Dolan				X
Commissioner Russell Hall	X			
Commissioner Linda Schramm	X			
Commissioner Richard Tappen	X			

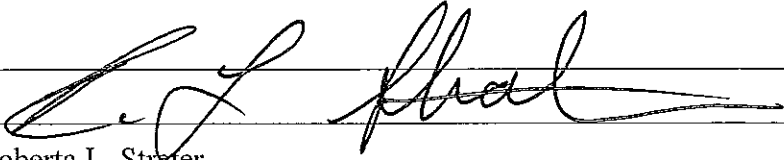
# 2017 ADOPTION CERTIFICATION

## Housing Authority of the County of Morris

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Housing Authority of the County of Morris, pursuant to N.J.A.C. 5:31-2.3, on the 13th day of, December, 2016.

Officer's Signature:			
Name:	Roberta L. Strater		
Title:	Executive Director		
Address:	99 Ketch Road Morristown, NJ		
Phone Number:	973-540-0389	Fax Number:	973-540-1914
E-mail address	rstrater@morriscountyha.org		

# 2017 ADOPTED BUDGET RESOLUTION

## Housing Authority of the County of Morris

### Resolution 2016-35

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the County of Morris for the fiscal year beginning January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Housing Authority of the County of Morris at its open public meeting of December 13, 2016; and

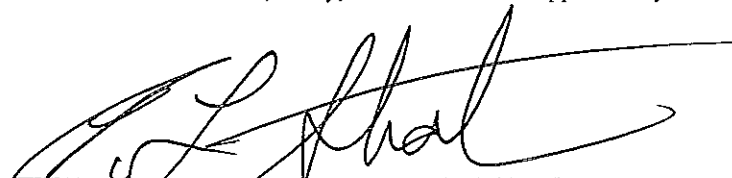
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$10,245,081, Total Appropriations, including any Accumulated Deficit, if any, of \$10,122,219 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$558,000 and Total Unrestricted Net Position planned to be utilized of \$246,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Housing Authority of the County of Morris, at an open public meeting held on December 13, 2016 that the Annual Budget and Capital Budget/Program of the Housing Authority of the County of Morris for the fiscal year beginning January 1, 2017 and, ending, December 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
(Secretary's Signature)

December 13, 2016

(Date)

Governing Body		Recorded Vote		
Member	Aye	Nay	Abstain	Absent
Chairman Alan Koldewyn	X			
Vice-Chairman Manfred Ricciardelli, Jr.				X
Commissioner Elizabeth Denecke				X
Commissioner Joseph Dolan	X			
Commissioner Russell Hall	X			
Commissioner Linda Schramm				X
Commissioner Richard Tappen	X			

# **2017 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Housing Authority of the County of Morris AUTHORITY BUDGET

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

*Answer all questions below. Attach additional pages and schedules as needed.*

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

*Budgeted revenues are anticipated to be adequate to cover projected expenses and cover debt service for calendar year 2017, resulting in a budgeted surplus of operations of \$80,425. Anticipated revenues total \$10,245,081, an increase of \$113,288, or 1.1% when compared to the prior year budget. Total net appropriations of \$10,122,219 are \$70,851, or 0.7% higher than the prior year budget.*

*The following explanation are for the +/- 10% variances for each line item.*

### Revenues

*Laundry and miscellaneous revenue increased \$22,811, or 84.5%, because the Authority now earns significantly more rental space revenue than the prior year budget indicated.*

*The authority no longer has a shared services agreement with Dover Housing Authority as of June 30, 2016. As a result, the Authority no longer receives \$80,000 that was included in the prior year budget as Consulting Revenue Dover HA.*

### Expenses

*Audit expense decreased \$6,350, or 39.4%, from the prior year budget to be more aligned with actual results.*

*Maintenance salaries increased \$51,513, 17.8%, because a new employee will be hired for the 2017 budget year.*

*Extraordinary maintenance decreased \$122,000, or 44.7%, as the Authority anticipates incurring less maintenance expenses during the 2017 fiscal year. More costs will be capitalized.*

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.

*The proposed annual budget will have no significant impact on rents or service fees charged. Rental income is based on 30% of adjusted tenant income by federal regulation. Other increases/decreases in budgeted revenue are primarily the result of changes in HUD subsidies. Total revenues have not changed significantly from the prior year. Expense increases are primarily due to normal inflationary increases.*

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

*The local/regional economy is fairly stable and doesn't have a significant impact on the proposed budget.*

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

*N/A – an increase in unrestricted net position is budgeted.*

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

*N/A*

6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

*Per the December 31, 2015 audit report, the Housing Authority has an unrestricted net position deficit of \$368,540. This deficit is the direct result of the implementation of GASB 68. The Authority will need additional funding from HUD and/or a new revenue stream to eliminate this significant unrestricted net position deficit. The current budget projects a \$122,862 surplus.*

# HOUSING AUTHORITY CONTACT INFORMATION

## 2017

Please complete the following information regarding this Housing Authority. All information requested below must be completed.

<b>Name of Authority:</b>	Housing Authority of the County of Morris		
<b>Federal ID Number:</b>	22-2882910		
<b>Address:</b>	99 Ketch Road		
<b>City, State, Zip:</b>	Morristown	NJ	07960
<b>Phone: (ext.)</b>	973-540-0389	<b>Fax:</b>	973-540-1914

<b>Preparer's Name:</b>	Ralph A. Polcari, CPA – Fee Accountant		
<b>Preparer's Address:</b>	Polcari & Company, CPAs 2035 Hamburg Turnpike – Unit H		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	ralph@polcarico.com		

<b>Chief Executive Officer:</b>	Roberta Strater		
<b>Phone: (ext.)</b>	973-540-0389	<b>Fax:</b>	973-540-0914
<b>E-mail:</b>	rstrater@morriscountyha.org		

<b>Chief Financial Officer:</b>	Gina Bozzi		
<b>Phone: (ext.)</b>	973-540-0389	<b>Fax:</b>	973-540-0914
<b>E-mail:</b>	gbozzi@morriscountyha.org		

<b>Name of Auditor:</b>	Anthony Giampaolo		
<b>Name of Firm:</b>	Hymanson, Parnes & Giampaolo		
<b>Address:</b>	467 Middletown-Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	732-842-4551
<b>E-mail:</b>			



# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Housing Authority of the County of Morris

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 25
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,328,801.04
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No. *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at [http://fds.state.nj.us/njdca\\_prod/fdssearch.aspx](http://fds.state.nj.us/njdca_prod/fdssearch.aspx) before answering) Yes. If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No. *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No.
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No.
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No.*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No. *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *All compensation is approved by the Board after annual performance evaluations are performed.*
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes. *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

## HOUSING AUTHORITY OF THE COUNTY OF MORRIS

Page N-3 (1 of 2):

10) The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increase granted during the fiscal year requires Board approval, at which time, an additional comparability analysis is performed.

11) Meals/catering:

- Longfellows Sandwich Deli-Morristown, NJ- Sandwiches/salads for each monthly Board meeting at approximately \$132/month.
- Cafe Navona-Rockaway, NJ-Annual Board Meeting-\$1,297.69 annual Board meeting dinner on January 12, 2016.

12) Travel expenses:

- In April 2016, three (3) employees traveled to the MARC/NJNAHRO Annual Conference in Atlantic City, NJ. The total related costs were \$1,974.10.

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes. *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
  - b. Travel for companions No
  - c. Tax indemnification and gross-up payments No
  - d. Discretionary spending account No
  - e. Housing allowance or residence for personal use No
  - f. Payments for business use of personal residence No
  - g. Vehicle/auto allowance or vehicle for personal use No
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes. *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No. *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No. *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No. *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No. *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No. *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

# Housing Authority of the County of Morris

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

*Complete the attached table for all persons required to be listed per #1-4 below.*

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Key employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

**Highest compensated employee:** One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period January 1, 2017 to December 31, 2017 Housing Authority of the County of Morris

Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)		Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former							Compensation	Other		
1 Roberta Strater	Executive Director	35	x	x	x					219,067	None	N/A	N/A	\$	\$	-	\$ 219,067
2 Lucille Favole	Dep. Exec. Dir.	35	x		x				19,564	131,110	None	N/A	N/A	0	0	0	131,110
3 Alan Kaldwyn	Commissioner		x					0	0	0	None	N/A	N/A	0	0	0	0
4 Richard Tappan	Commissioner		x					0	0	0	None	N/A	N/A	0	0	0	0
5 Elizabeth Denecke	Commissioner		x					0	0	0	None	N/A	N/A	0	0	0	0
6 Joseph Dolan	Commissioner		x					0	0	0	None	N/A	N/A	0	0	0	0
7 Russell F. Hall	Commissioner		x					0	0	0	None	N/A	N/A	0	0	0	0
8 Manfred F. Riccardelli, Jr.	Commissioner		x					0	0	0	None	N/A	N/A	0	0	0	0
9 Linda Schramm	Commissioner		x					0	0	0	None	N/A	N/A	0	0	0	0
10								0	0	0	None	N/A	N/A	0	0	0	0
11								0	0	0	None	N/A	N/A	0	0	0	0
12								0	0	0	None	N/A	N/A	0	0	0	0
13								0	0	0	None	N/A	N/A	0	0	0	0
14								0	0	0	None	N/A	N/A	0	0	0	0
15								0	0	0	None	N/A	N/A	0	0	0	0
Totals:									\$ 299,718	\$ 56,459	\$ 350,177			\$	\$	\$	\$ 350,177

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

# Schedule of Health Benefits - Detailed Cost Analysis

Housing Authority of the County of Morris  
For the Period January 1, 2017 to December 31, 2017

	# of Covered Members (Medical & Rx)	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	5	\$ 11,073	\$ 55,365	5	\$ 9,303	\$ 46,515	\$ 8,850	19.0%
Parent & Child	4	19,185	76,740	4	16,122	64,488	12,252	19.0%
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family	12	28,415	340,980	12	23,872	286,464	54,516	19.0%
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	21		473,085	21		397,467	75,618	19.0%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	1	17,522	17,522	1	14,723	14,723	2,799	19.0%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	1	27,660	27,660	1	23,246	23,246	4,414	19.0%
Family							-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	19.0%
Subtotal	2		45,182	2		37,969	7,213	19.0%
<b>GRAND TOTAL</b>	<b>23</b>		<b>\$ 518,267</b>	<b>23</b>		<b>\$ 435,436</b>	<b>\$ 82,831</b>	<b>19.0%</b>

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

No	Yes or No
No	Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

# Schedule of Accumulated Liability for Compensated Absences

Housing Authority of the County of Morris  
For the Period

January 1, 2017 to December 31, 2017

Complete the below table for the Authority's accrued liability for compensated absences.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)			
			Approved Labor Agreement	Resolution	Individual Employment Agreement	
See Attached Schedule	496 Vacation, 2,084 Sick Days	\$ 265,522				
Total liability for accumulated compensated absences at beginning of current year		\$ 265,522				

The total Amount Should agree to most recently issued audit report for the Authority

# 2015 Vacation/Sick Balances

	Hourly Rate	Vacation Hours	Sick Hours	30% of Gross Sick Pay	Vacation Dollar Amount	Sick Dollar Amount	Total Compensation
Roberta L. Strater	\$93.2613	302.00	2.704	\$75,653.57	\$28,154.91	\$12,000.00	\$40,154.91
Lucille Favale	\$94.8462	122.25	2.355	\$98,757.10	\$6,704.95	\$12,000.00	\$18,704.95
Gina Bozzi	\$33.4975	55.50	1.885	\$1,894.29	\$1,894.29	\$1,894.29	\$3,788.58
	\$0.00	0.00	0.00	\$ -	\$0.00	\$0.00	\$0.00
Ana V. Belancourth	\$32.5495	251.23	1.479	\$14,447.11	\$8,177.42	\$14,447.11	\$22,624.53
Nathalie P. Fominaya	\$0.0000	0.00	0.00	\$ -	\$0.00	\$0.00	\$0.00
Fred Blackman	\$22.2106	130.50	433.75	\$2,890.16	\$2,898.49	\$2,890.16	\$5,788.64
Cristina Cortez	\$15.229	115.25	219.25	\$1,001.70	\$1,755.17	\$1,001.70	\$2,756.88
Angie Adams	\$14.467	37.25	121.00	\$525.17	\$538.91	\$525.17	\$1,064.08
Hypatia Pabon	\$21.701	0.00	155.00	\$1,074.21	\$0.00	\$1,074.21	\$1,074.21
Halani Elgarthi	\$30.2859	285.50	217.25	\$1,972.58	\$8,540.90	\$1,972.58	\$10,613.48
	\$0.0000	0.00	0.00	\$ -	\$0.00	\$0.00	\$0.00
John Giordano	\$19.0360	21.75	17.25	\$98.51	\$414.03	\$98.51	\$512.54
Richard Gray	\$23.9877	305.25	458.50	\$3,299.51	\$7,322.25	\$3,299.51	\$10,621.77
Hope D. Summerset	\$26.9038	161.75	622.25	\$5,022.27	\$4,351.69	\$5,022.27	\$9,373.96
Helen Laurentino	\$35.1613	52.00	580.75	\$10,385.77	\$1,828.39	\$10,385.77	\$12,214.16
Giovanna McClendon	\$31.3442	205.25	603.25	\$5,672.52	\$6,433.40	\$5,672.52	\$12,105.92
Donald Lowery	\$19.0360	161.00	242.00	\$1,382.01	\$3,064.80	\$1,382.01	\$4,446.81
Lekeisha Harris	\$23.9880	222.25	583.25	\$4,197.29	\$5,331.32	\$4,197.29	\$9,528.62
Margaret Sanderson	\$25.3826	237.25	874.25	\$6,657.22	\$6,022.02	\$6,657.22	\$12,679.24
	\$0.00	0.00	0.00	\$ -	\$0.00	\$0.00	\$0.00
Stuart Hale	\$29.4668	134.75	49.75	\$439.79	\$3,970.66	\$439.79	\$4,410.45
Angel Vega	\$22.2106	34.00	252.50	\$1,582.45	\$755.16	\$1,582.45	\$2,437.62
Andre Jones	\$17.7668	35.00	119.50	\$636.94	\$621.84	\$636.94	\$1,258.78
Kelly Stephens	\$32.5495	238.47	763.00	\$7,450.59	\$7,762.09	\$7,450.59	\$15,212.67
Denise Stoops	\$30.2659	243.67	1,658.00	\$15,054.24	\$7,374.88	\$15,054.24	\$22,429.12
Glenn Treier	\$30.2659	345.73	1,950.25	\$17,707.50	\$10,453.82	\$10,500.00	\$20,963.82
	\$0.00	0.00	0.00	\$ -	\$0.00	\$0.00	\$0.00
TOTAL		3,697.60	16,688.25		\$124,456.22	\$120,284.33	\$244,740.55

Adjusted Vacation/Sick Total

NOTE: FREEHOLDERS RECEIVE 50% OF THEIR SICK TIME WITH A MAXIMUM OF \$12K

NON-FREEHOLDERS RECEIVE 30% OF THEIR SICK TIME WITH A MAXIMUM OF \$10.5K

PROJECT NAME

JE NO.

Percentages

Used

8.50%

19.95%

19.25%

60.77%

TOTAL:

\$3,697.60

\$485,895.00

\$489,592.60

\$493,290.20

\$496,987.80

\$499,685.40

\$502,383.00

\$505,080.60

\$507,778.20

\$510,475.80

\$513,173.40

\$515,871.00

Debit

Sub-total

Charge to PR

FICA #4540

4540/4508

\$4,150.59

\$4,005.22

\$12,645.08

\$20,801.29

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

\$244,740.55

Total

FYE 2014

\$52,986.19

\$34,678.92

\$18,307.27

\$1,555.12

\$16,751.15

\$17,664.37

\$1,501.47

\$16,182.90

\$17,664.37

\$1,505.65

\$55,755.24

\$4,799.20

\$31,016.05

\$55,755.24

\$173,795.52

\$91,726.88

\$33,930.09

\$91,726.88

1695

1695

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FPS# 322 = 526,533.57

FPS# 354 = 238,969.67

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FPS# 354 = 238,969.67

FPS# 354 = 238,969.67



December 31, 2017

For the Period

January 1, 2017

to

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

[illegible]

**If No Shared Services X this Box**

X

# **2017 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

Housing Authority of the County of Morris  
January 1, 2017 to December 31, 2017

For the Period

	FY 2017 Proposed Budget				FY 2016 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted		% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	All Operations	All Operations
REVENUES										
Total Operating Revenues	\$ 2,284,308	\$ -	\$ 6,189,598	\$ 1,636,089	\$ 10,109,994	\$ 9,995,293	\$ 114,701	\$ 114,701	1.1%	
Total Non-Operating Revenues	40,794	-	35,294	59,000	135,087	136,500	(1,413)	(1,413)	-1.0%	
Total Anticipated Revenues	2,325,101	-	6,224,892	1,695,089	10,245,081	10,131,793	113,288	113,288	1.1%	
APPROPRIATIONS										
Total Administration	673,921	-	682,409	343,423	1,699,752	1,676,862	22,890	22,890	1.4%	
Total Cost of Providing Services	1,622,406	-	5,502,360	892,101	8,016,866	7,968,906	47,960	47,960	0.6%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	122,630	112,327	10,303	10,303	9.2%	
Total Operating Appropriations	2,296,326	-	6,184,768	1,235,524	9,839,248	9,753,095	81,154	81,154	0.8%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	282,971	293,274	(10,303)	(10,303)	-3.5%	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	-3.5%	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	-	-3.5%	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	-	-3.5%	#DIV/0!
Total Appropriations and Accumulated Deficit	2,296,326	-	6,184,768	1,235,524	10,122,219	10,051,369	70,851	70,851	0.7%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	2,296,326	-	6,184,768	1,235,524	10,122,219	10,051,369	70,851	70,851	0.7%	
ANTICIPATED SURPLUS (DEFICIT)	\$ 28,775	\$ -	\$ 40,123	\$ 459,565	\$ 122,862	\$ 80,425	\$ 42,437	\$ 42,437	52.8%	

# Revenue Schedule

Housing Authority of the County of Morris  
For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget				FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	1703932.5		465624		2,169,557	2,105,808	63,749 3.0%
Excess Utilities	10500				10,500	11,500	(1,000) -8.7%
Non-Dwelling Rental					-	-	#DIV/0!
HUD Operating Subsidy	534064			1156464.5	1,690,529	1,745,709	(55,181) -3.2%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			6123348		6,123,348	5,955,276	168,072 2.8%
Total Rental Fees	2,248,497	-	6,123,348	1,622,089	9,993,933	9,818,293	175,640 1.8%
<i>Other Operating Revenues (List)</i>							
Laundry and Misc	35811			14000	49,811	27,000	22,811 84.5%
Consulting Inc Dover HA					-	80,000	(80,000) -100.0%
Fraud Recovery			36250		36,250	40,000	(3,750) -9.4%
Incoming Portability Admin Fees			30000		30,000	30,000	- 0.0%
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Type In (Grant, Other Rev)					-	-	#DIV/0!
Total Other Revenue	35,811	-	66,250	14,000	116,061	177,000	(60,939) -34.4%
Total Operating Revenues	2,284,308	-	6,189,598	1,636,089	10,109,994	9,995,293	114,701 1.1%
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Family Self Sufficiency Program	34,294		34,294		68,587	70,000	(1,413) -2.0%
Congregate Services Program (St. of NJ)				47,000	47,000	47,000	- 0.0%
Type In					-	-	#DIV/0!
Type In					-	-	#DIV/0!
Type In					-	-	#DIV/0!
Type In					-	-	#DIV/0!
Total Other Non-Operating Revenue	34,294	-	34,294	47,000	115,587	117,000	(1,413) -1.2%
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	6,500		1,000	12,000	19,500	19,500	- 0.0%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	6,500	-	1,000	12,000	19,500	19,500	- 0.0%
Total Non-Operating Revenues	40,794	-	35,294	59,000	135,087	136,500	(1,413) -1.0%
TOTAL ANTICIPATED REVENUES	\$ 2,325,101	\$ -	\$ 6,224,892	\$ 1,695,089	\$ 10,245,081	\$ 10,131,793	\$ 113,288 1.1%

# Prior Year Adopted Revenue Schedule

Housing Authority of the County of Morris

## FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,643,402			462,407	2,105,808
Excess Utilities	11,500				11,500
Non-Dwelling Rental					-
HUD Operating Subsidy	613,908			1,131,801	1,745,709
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			5,955,276		5,955,276
Total Rental Fees	2,268,810	-	5,955,276	1,594,208	9,818,293
<i>Other Revenue (List)</i>					
Laundry & Misc	13000			14,000	27,000
Consulting Inc Dover HA	80000				80,000
Fraud Recovery			40,000		40,000
Incoming Portability Admin Fees			30,000		30,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	93,000	-	70,000	14,000	177,000
Total Operating Revenues	2,361,810	-	6,025,276	1,608,208	9,995,293
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Family Self Sufficiency Program	35,000		35,000		70,000
Congregate Svcs Program (State of NJ)				47,000	47,000
Type in					-
Type in					-
Type in					-
Type in					-
<i>Other Non-Operating Revenues</i>	35,000	-	35,000	47,000	117,000
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	6,500		1,000	12,000	19,500
Penalties					-
Other					-
Total Interest	6,500	-	1,000	12,000	19,500
Total Non-Operating Revenues	41,500	-	36,000	59,000	136,500
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,403,310</b>	<b>\$ -</b>	<b>\$ 6,061,276</b>	<b>\$ 1,667,208</b>	<b>\$ 10,131,793</b>

# Appropriations Schedule

Housing Authority of the County of Morris  
For the Period January 1, 2017 to December 31, 2017

## FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	FY 2016 Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted All Operations	% Increase (Decrease) Proposed vs. Adopted All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	\$ 417,136		\$ 397,693	\$ 217,823	\$ 1,032,652	\$ 978,580	\$ 54,072	5.5%
Fringe Benefits	145,998		139,193	76,238	361,428	391,432	(30,004)	-7.7%
Legal	30,364		41,960	7,551	79,875	78,000	1,875	2.4%
Staff Training	5,000		5,000	1,500	11,500	10,500	1,000	9.5%
Travel	6,000		4,800	1,500	12,300	11,500	800	7.0%
Accounting Fees	14,520		11,616	3,864	30,000	30,000	-	0.0%
Auditing Fees	3,375		4,000	2,375	9,750	16,100	(6,350)	-39.4%
Miscellaneous Administration*	51,528		78,147	32,572	162,247	160,750	1,497	0.9%
Total Administration	673,921	-	682,409	343,423	1,699,752	1,676,862	22,890	1.4%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	43,444		20,000	150,171	213,615	207,393	6,222	3.0%
Salary & Wages - Maintenance & Operation	219,129		8,213	112,853	340,195	288,682	51,513	17.8%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	40,000				40,000	40,000	-	0.0%
Fringe Benefits	105,901		2,875	92,058	200,834	182,266	18,568	10.2%
Tenant Services	3,000			29,000	32,000	32,000	-	0.0%
Utilities	421,932			165,018	586,950	647,238	(60,288)	-9.3%
Maintenance & Operation	475,000			165,000	640,000	630,500	9,500	1.5%
Protective Services					-	-	-	#DIV/0!
Insurance	115,000		11,000	32,000	158,000	157,550	450	0.3%
Payment in lieu of Taxes (PILOT)	128,200				128,200	116,991	11,209	9.6%
Terminal Leave Payments	-				-	-	-	#DIV/0!
Collection Losses	6,800				6,800	7,500	(700)	-9.3%
Other General Expense	4,000		5,000	55,000	64,000	69,850	(5,850)	-8.4%
Rents			5,455,272		5,455,272	5,315,936	139,336	2.6%
Extraordinary Maintenance	60,000			91,000	151,000	273,000	(122,000)	-44.7%
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	1,622,406	-	5,502,360	892,101	8,016,866	7,968,906	47,960	0.6%
Total Principal Payments on Debt Service in lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	122,630	112,327	10,303	9.2%
Total Operating Appropriations	2,296,326	-	6,184,768	1,235,524	9,839,248	9,758,095	81,154	0.8%
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	282,971	293,274	(10,303)	-3.5%
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	282,971	293,274	(10,303)	-3.5%
TOTAL APPROPRIATIONS	2,296,326	-	6,184,768	1,235,524	10,122,219	10,051,369	70,851	0.7%
<b>ACCUMULATED DEFICIT</b>								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,296,326	-	6,184,768	1,235,524	10,122,219	10,051,369	70,851	0.7%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,296,326	\$ -	\$ 6,184,768	\$ 1,235,524	\$ 10,122,219	\$ 10,051,369	\$ 70,851	0.7%

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 114,816.31 \$ - \$ 309,238.41 \$ 61,776.19 \$ 491,962.41

# Prior Year Adopted Appropriations Schedule

Housing Authority of the County of Morris

FY 2016 Adopted Budget					
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 390,162		\$ 377,856	\$ 210,562	\$ 978,580
Fringe Benefits	156,065		151,142	84,225	391,432
Legal	50,000		25,000	3,000	78,000
Staff Training	4,500		4,500	1,500	10,500
Travel	4,500		4,500	2,500	11,500
Accounting Fees	27,000		2,000	1,000	30,000
Auditing Fees	10,600		4,000	1,500	16,100
Miscellaneous Administration*	52,000		87,000	21,750	160,750
Total Administration	694,827	-	655,998	326,037	1,676,862
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	42,178		26,000	139,215	207,393
Salary & Wages - Maintenance & Operation	187,091			101,591	288,682
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	40,000				40,000
Fringe Benefits	91,551		8,840	81,874	182,266
Tenant Services	3,000			29,000	32,000
Utilities	473,490			173,748	647,238
Maintenance & Operation	466,500			164,000	630,500
Protective Services					-
Insurance	114,750		11,000	31,800	157,550
Payment in Lieu of Taxes (PILOT)	116,991				116,991
Terminal Leave Payments					-
Collection Losses	7,500				7,500
Other General Expense	7,500			62,350	69,850
Rents			5,315,936		5,315,936
Extraordinary Maintenance	182,000			91,000	273,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,732,551	-	5,361,776	874,578	7,968,906
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	112,327
Total Operating Appropriations	2,427,378	-	6,017,774	1,200,615	9,758,095
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	293,274
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	293,274
TOTAL APPROPRIATIONS	2,427,378	-	6,017,774	1,200,615	10,051,369
<b>ACCUMULATED DEFICIT</b>					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,427,378	-	6,017,774	1,200,615	10,051,369
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,427,378	\$ -	\$ 6,017,774	\$ 1,200,615	\$ 10,051,369

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 121,368.91 \$ - \$ 300,888.72 \$ 60,030.74 \$ 487,904.73

# Debt Service Schedule - Principal

Housing Authority of the County of Morris

If Authority has no debt X this box

☐

Fiscal Year Ending in

	Adopted Budget Year 2016	Proposed Budget Year 2017	2018	2019	2020	2021	2022	Thereafter	Total Principal Outstanding
Morris Mews (NCSR SEC 8)	\$ 99,890	\$ 109,261	\$ 119,510	\$ 130,721	\$ 142,984	\$ 156,396	\$ 171,067	\$ 1,913,078	\$ 2,743,017
Cong Housing Program	12,437	13,369	14,372	15,448	16,607	17,851	19,189	468,299	565,135
CFP Debt Leveraging	10,000	10,000	10,000	10,000	10,000	15,000	15,000	80,000	150,000
<b>TOTAL PRINCIPAL</b>	<b>122,327</b>	<b>132,630</b>	<b>143,882</b>	<b>156,169</b>	<b>169,591</b>	<b>189,247</b>	<b>205,256</b>	<b>2,461,377</b>	<b>3,458,152</b>
<b>LESS: HUD SUBSIDY</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>15,000</b>	<b>15,000</b>	<b>80,000</b>	<b>150,000</b>
<b>NET PRINCIPAL</b>	<b>\$ 112,327</b>	<b>\$ 122,630</b>	<b>\$ 133,882</b>	<b>\$ 146,169</b>	<b>\$ 159,591</b>	<b>\$ 174,247</b>	<b>\$ 190,256</b>	<b>\$ 2,381,377</b>	<b>\$ 3,308,152</b>

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A



# Debt Service Schedule - Interest

Housing Authority of the County of Morris

If Authority has no debt X this box

☐

	Adopted Budget Year 2016	Proposed Budget Year 2017	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2018	2019	2020	2021	2022		
Morris Mews (NCSR SEC 8)	251,808	242,437	232,188	220,977	208,715	195,302	180,631	724,655	2,004,905
Cong Housing Program	41,466	40,534	39,531	38,454	37,296	36,052	34,714	272,876	499,457
CFP Debt Leveraging	7,582	7,155	6,690	6,190	5,690	5,065	4,315	10,320	45,425
									-
TOTAL INTEREST	300,856	290,126	278,409	265,621	251,701	236,419	219,660	1,007,851	2,549,787
LESS: HUD SUBSIDY	7,582	7,155	6,690	6,190	5,690	5,065	4,315	10,320	45,425
NET INTEREST	\$ 293,274	\$ 282,971	\$ 271,719	\$ 259,431	\$ 246,011	\$ 231,354	\$ 215,345	\$ 997,531	\$ 2,504,362

# Net Position Reconciliation

Housing Authority of the County of Morris  
For the Period January 1, 2017 to December 31, 2017

## FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 17,759,150	\$ -	\$ (837,685)	\$ 2,040,682	\$ 18,962,147
Less: Invested in Capital Assets, Net of Related Debt (1)	17,792,095		29,234	788,091	18,609,420
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	138,994		44,170	538,103	721,267
Total Unrestricted Net Position (1)	(171,939)	-	(911,089)	714,488	(368,540)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	1,555,276		1,147,518	980,191	3,682,985
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)					-
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	1,383,337	-	236,429	1,694,679	3,314,445
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	246,000	246,000
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	246,000	246,000
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	\$ 1,383,337	\$ -	\$ 236,429	\$ 1,448,679	\$ 3,068,445

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2017

Housing Authority of the County of Morris

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

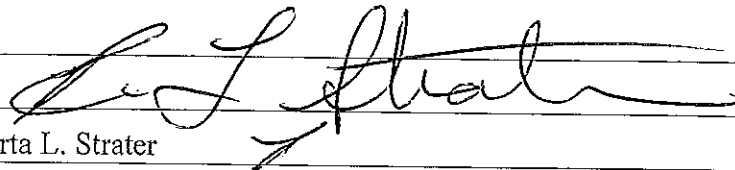
## Housing Authority of the County of Morris

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

[ X ] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Housing Authority of the County of Morris, on the 11th day of October, 2016.

OR

[ ] It is hereby certified that the governing body of the \_\_\_\_\_ Housing Authority have elected NOT to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer's Signature:			
Name:	Roberta L. Strater		
Title:	Executive Director		
Address:	99 Ketch Road Morristown, NJ		
Phone Number:	973-540-0389	Fax Number:	973-540-1914
E-mail address	rstrater@morriscountyha.org		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## Housing Authority of the County of Morris

FISCAL YEAR: FROM Jan 1, 2017 TO Dec 31, 2017

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

Yes – reviewed and approved by municipal government and residents of the developments affected.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

Yes.

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives. N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.

6. Have the projects been reviewed and approved by HUD?

Yes all capital fund budgets have been approved by HUD.

*Add additional sheets if necessary.*

# Proposed Capital Budget

Housing Authority of the County of Morris  
For the Period January 1, 2017 to December 31, 2017

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Dumpster	\$ 70,000				\$ 70,000	
Sidewalks	70,000				70,000	
Flooring	72,000				72,000	
Windows	100,000				100,000	
Total	312,000	-	-	-	312,000	-
Section 8						
Type In Description	-					
Type in Description	-					
Type in Description	-					
Type In Description	-					
Total	-	-	-	-	-	-
Housing Voucher						
Type In Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Other Programs						
Air Conditioner Units	25,000	\$ 25,000				
Gazebo	50,000	50,000				
Furniture and Doors	91,000	91,000				
Kitchens and Apt Upgrades	80,000	80,000				
Total	246,000	246,000	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 558,000	\$ 246,000	\$ -	\$ -	\$ 312,000	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

# 5 Year Capital Improvement Plan

Housing Authority of the County of Morris

For the Period January 1, 2017 to December 31, 2017

Fiscal Year Beginning In

	Estimated Total Cost	Current Budget Year 2017	2018	2019	2020	2021	2022
<i>Public Housing Management</i>							
Dumpster	\$ 70,000	\$ 70,000					
Sidewalks	70,000	70,000					
Flooring	72,000	72,000					
Windows	299,000	100,000	100,000	99,000			
Total	511,000	312,000	100,000	99,000	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Air Conditioner Units	25,000	25,000					
Gazebo	50,000	50,000					
Furniture and Doors	91,000	91,000					
Kitchens and Apt Upgrades	80,000	80,000					
Total	246,000	246,000	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 757,000</b>	<b>\$ 558,000</b>	<b>\$ 100,000</b>	<b>\$ 99,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

## 5 Year Capital Improvement Plan Funding Sources

Housing Authority of the County of Morris  
For the Period January 1, 2017 to December 31, 2017

		<i>Funding Sources</i>				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Dumpster	\$ 70,000				\$ 70,000	
Sidewalks	70,000				70,000	
Flooring	72,000				72,000	
Windows	299,000				299,000	
Total	511,000	-	-	-	511,000	-
<i>Section 8</i>						
Type In Description	-					
Type In Description	-					
Type In Description	-					
Type In Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type In Description	-					
Type In Description	-					
Type In Description	-					
Type In Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Air Conditioner Units	25,000	\$ 25,000				
Gazebo	50,000	50,000				
Furniture and Doors	91,000	91,000				
Kitchens and Apt Upgrades	80,000	80,000				
Total	246,000	246,000	-	-	-	-
<b>TOTAL</b>	<b>\$ 757,000</b>	<b>\$ 246,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 511,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 757,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.